SHARP®

ADMINISTRATOR SETTINGS GUIDE

DIGITAL MULTIFUNCTIONAL SYSTEM

This manual explains settings for use by the administrator of the machine.

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Be sure to become thoroughly familiar with this manual to gain the maximum benefit from the product.

Before installing this product, be sure to read the installation requirements and cautions sections of the "Operation manual (for general information and copier operation)".

Be sure to keep all operation manuals handy for reference including this manual, the "Operation manual (for general information and copier operation)" and operation manuals for any optional equipment which has been installed.

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PURPOSE OF THE ADMINISTRATOR SETTINGS

The administrator settings are configured by the administrator of the machine. These settings are used to enable or disable functions to suit the needs of your workplace.

This manual explains settings related to general use of the machine, settings for the copy function, and settings for the document filing function. For administrator settings related to the printer function, fax function, network scanner function, and Internet fax function, see the following manuals:

- ●Printer . . . . . Operation manual (for printer), chapter 5
- ●Fax . . . . . Operation manual (for facsimile), chapter 8
- ●Network scanner / Internet fax . . . . . Operation manual (for image send), chapter 8

To access the administrator settings, the administrator password must be entered.

General settings

These settings are used to enable number-based auditing mode, adjust power consumption, manage the machine and peripheral devices, specify the network connection method, and configure security parameters.
Auditing mode can be enabled separately for the copy, printer, fax/Internet fax/network scanner, and document filing functions. When auditing mode is enabled for a function, a valid account number must be entered in order to use the function.
When auditing mode is enabled for the printer function, an account number is entered at the user's computer when the print command is selected. (Depending on the setting of "Cancel jobs of invalid accounts" (page 8), a job may be printed even if an incorrect account number is entered.)
* The account number is a five-digit number, and up to 500 accounts can be created.

Copy settings

These settings can be used to change the factory default copy settings as needed to suit the needs of your workplace.
When auditing mode is enabled for the copy function,

- ● A valid account number must be entered to make a copy.
  (Copying is not possible unless a valid account number is entered.)
- ● A count is kept of the number of copies made by each account. This allows you to monitor copier usage by each account. (The counts can be totaled.)
- ● A limit can be set for the number of copies that can be made by each account.

NOTE

An account number must also be entered to print a document that was saved during copying using the document filing function. (Printing is not possible unless an account number is entered.) The number of pages printed is added to the copy count.

Document filing settings

These settings can be used to change the factory default settings for the document filing function as needed to suit the needs of your workplace.

When auditing mode is enabled for the document filing function,

- An account number must be entered to print an image that was scan-saved.
  (Printing is not possible unless an account number is entered.)
- A count is kept of the number of pages printed by each account, making it possible to monitor each account's usage of the document filing function (a document filing count is kept).
- A limit can be set for the number of scan-saved image file pages that can be printed.

Setting an administrator password

The administrator password is a 5-digit number that must be entered in order to access the administrator settings. The administrator of the machine should change the factory default administrator password to a new 5-digit number. Be sure to remember the new administrator password, as it must be entered each time the administrator settings are subsequently used. (Only one administrator password can be set.)
The administrator password is initially set to "00000" at the factory.
To change the administrator password, see "USING THE ADMINISTRATOR SETTINGS " on page 4.

ADMINISTRATOR SETTINGS LIST

Settings for general use of the machine, the copy function, and the document filing function are shown in the following list. The administrator password must be entered in order to access these settings.

NOTE

The administrator settings that can be accessed depend on the optional equipment that is installed.

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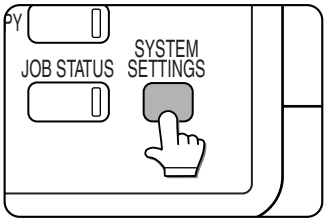
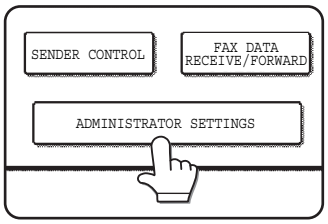
USING THE ADMINISTRATOR SETTINGS

The procedure for configuring the administrator settings is explained below using the "Change admin password" as an example. Follow the same steps to configure the settings that are described beginning on page 7.

1 Press the [SYSTEM SETTINGS] key.



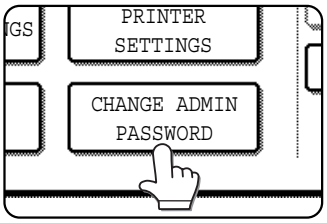
2 Touch the [ADMINISTRATOR SETTINGS] key.



3 Use the numeric keys to enter the 5-digit administrator password.

Each time a number is entered, the dashes (-) in the display will change to asterisks (*). The factory default setting for the key operator code number is 00000.

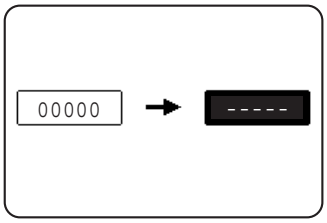
4 Touch the [CHANGE ADMIN PASSWORD] key .



If you wish to configure a different administrator setting, select the desired setting in this step.

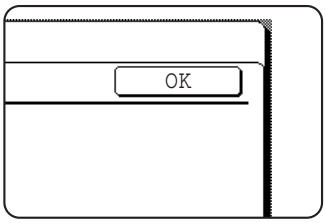
A screen for the selected setting will appear. Configure the setting as explained on pages 7 and following of this manual.

5 Use the numeric keys to enter the new 5-digit administrator password.



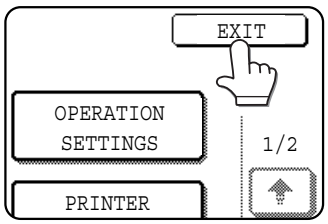
Use a number for the administrator password that has not been set as an account number for auditing mode (a number that has been set as an account number cannot be used).The entered number will be the new administrator password. Be sure to remember this number.

6 Touch the [OK] key. You will return to the screen of step 4.



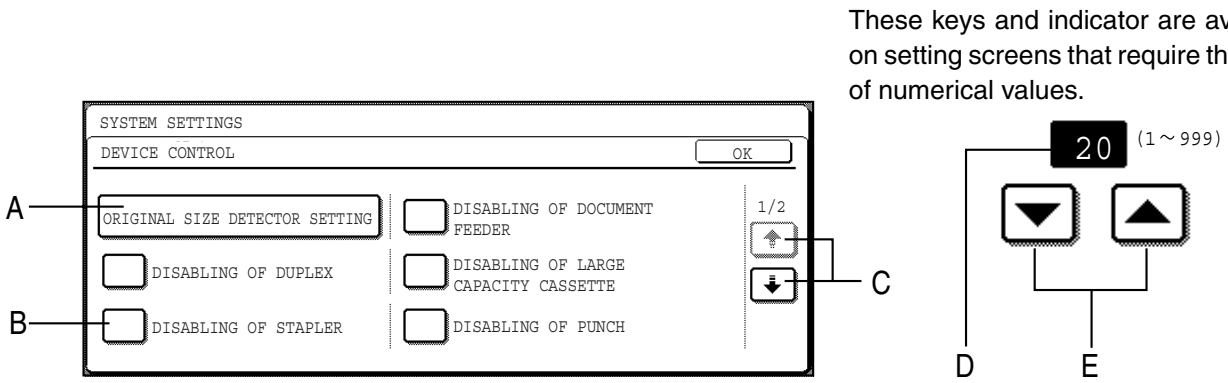
This completes the procedure for changing the administrator password. If you wish to configure another setting, touch the key of the desired setting in the screen of step 4.

7 Touch the [EXIT] key.



You will exit the administrator settings.

Additional information on using the keys to configure administrator settings



A When a key that appears in the form [XXX] is touched, the setting screen of that key will appear.

B When a checkbox (☐) appears in front of a setting, a checkmark (☑) will appear when the checkbox is touched. This indicates that the setting is enabled. If a checkbox with a checkmark (☑) is touched, the checkmark is cleared (☐) and the setting is disabled.

C If the settings continue on the following screen(s), touch the [↑] and [↓] keys to move back and forth through the screens. To return to the category selection screen, touch the [OK] key.

D The currently set numerical value is displayed.

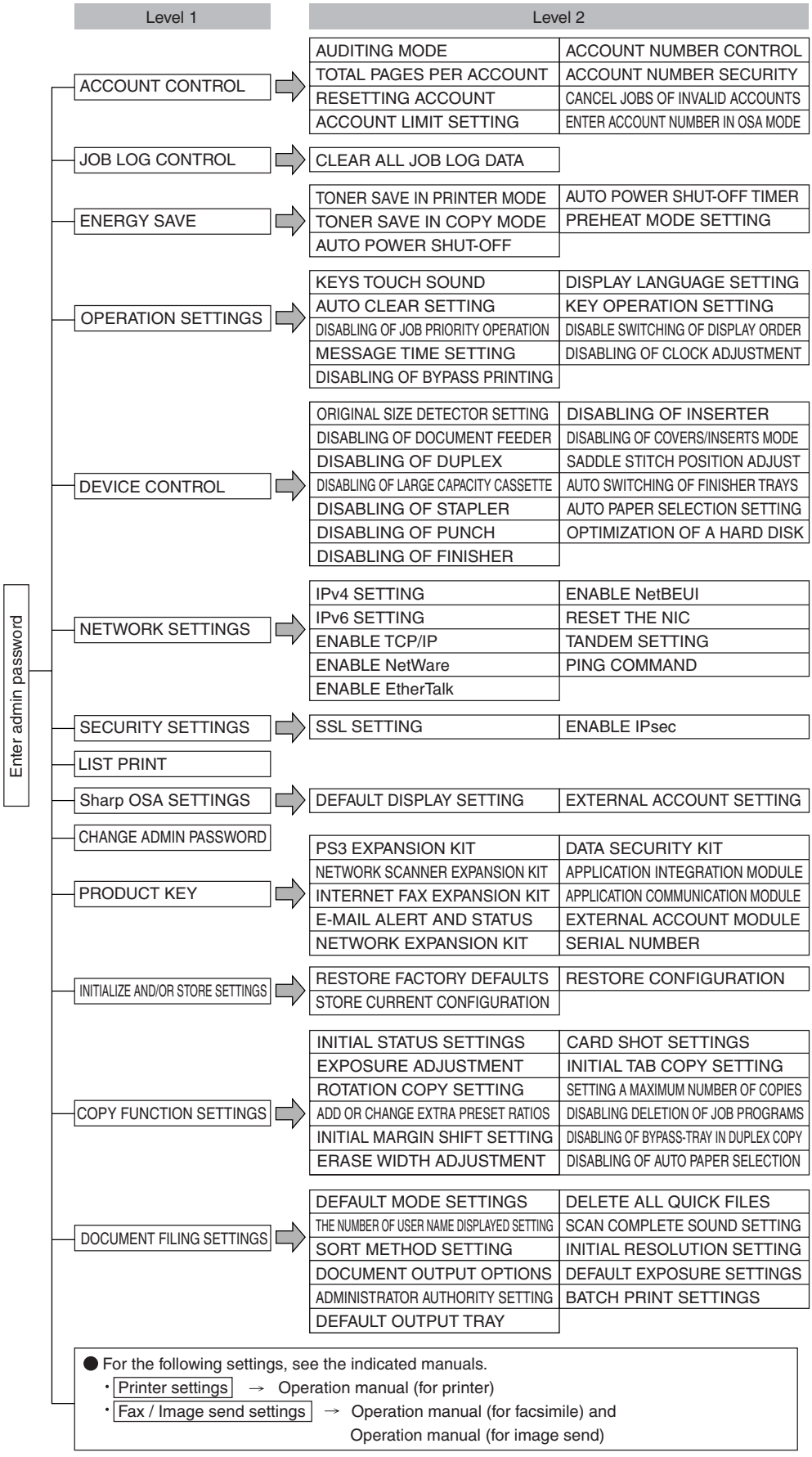
E Numerical values can be set by touching the [▲] and [▼] keys.

Administrator settings menu

The administrator settings are arranged in the following menu.

Refer to this menu when enabling or disabling the settings that are explained beginning on the following page.

* Some items contain an additional level of settings.



GENERAL SETTINGS

Administrator settings for general use of the machine are explained in this section.

Account control

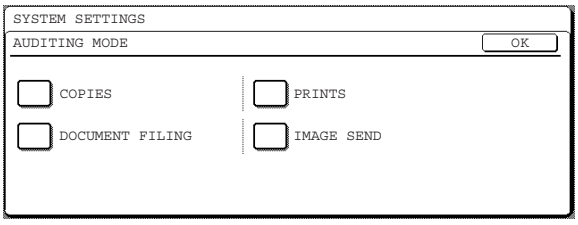
"Account control" consists of the following settings.

- Auditing mode
- Total pages per account
- Resetting account
- Account limit setting
- Account number control
- Account number security
- Cancel jobs of invalid accounts
- Enter account number in OSA mode

Auditing mode

When AUDITING MODE is enabled, a count is kept of the pages printed by each account (up to 500 accounts can be established). The page counts can be viewed in the display. To use the machine, a valid 5-digit account number must be entered.
This function is initially disabled.

Touch the [AUDITING MODE] key to display the following screen.



- Auditing mode is enabled for functions that have checkmarks in the checkboxes. If you need to disable auditing mode for a function, touch its checkbox to remove the checkmark.

NOTE

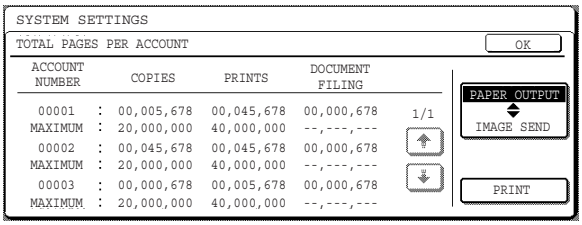
To enable Auditing mode, program an account number as explained in "Account number control" on page 8.

The following functions cannot be used unless auditing mode is enabled and an account number is programmed.

- Total pages per account
- Resetting account
- Account limit setting

Total pages per account

This setting is used to display or print the total number of pages printed by each account. Misfed paper is not counted. When using the network scanner feature and fax feature, the number of transmitted pages can also be displayed or printed. (Touch the [IMAGE SEND] key to change screens.)
Touch the [TOTAL PAGES PER ACCOUNT] key to display the following screen.

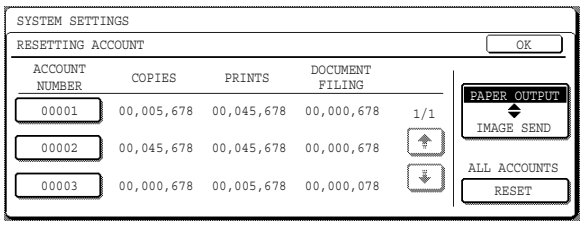


- **Printing out all accounts**
  Touch the [PRINT] key to print out the total pages of all accounts. If the [CANCEL] key appears, this key can be touched to cancel printing.
- **Displaying only selected accounts**
  If the account that you wish to view does not appear in the screen, touch the [↑] key or [↓] key until it appears.

Resetting account

This setting is used to reset the printed page count and transmitted page count of an account to "0".

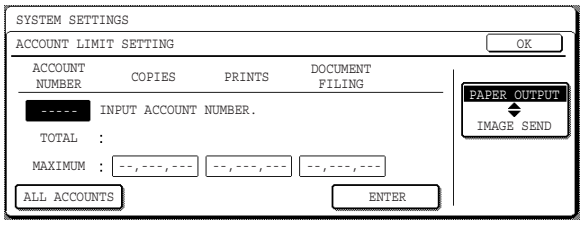
Touch the [RESETTING ACCOUNT] key to display the following screen.



- **Resetting one account at a time**
  Touch the key of the account that you wish to reset, and then select [YES] in the confirmation screen that appears. If the account that you want to reset is not displayed, touch the [↑] or [↓] key to scroll through the screens until the desired account appears. When finished, touch the [OK] key.
- **Resetting all accounts**
  Touch the [RESET] key and then select [YES] in the confirmation screen that appears.
  When finished, touch the [OK] key.

Account limit setting

A limit for the number of copies that can be made can be set for a single account or for all accounts at once. The maximum limit that can be entered is 99,999,999. Touch the [ACCOUNT LIMIT SETTING] key to display the following setting screen.



- **Limiting the number of copies per account**
  Enter the number of the desired account with the numeric keys, and then enter limits for the copy, printer, and document filing functions. After entering each limit, touch the [ENTER] key. When finished, touch the [IMAGE SEND] key and then enter limits for fax send, scanner, and Internet fax send.
  If you enter the number of an account that already has a limit set, the limit will appear in the limit display. Press the [C] key to change the limit to a hyphen (-), and then enter a new limit.
  When finished, touch the [OK] key to exit.
- **Limiting the number of copies of all accounts**
  Touch the [ALL ACCOUNTS] key. [ALL] appears in the account number entry screen.
  The limits for all accounts are entered in the same way as the limits for the individual accounts.
  When finished, touch the [OK] key to exit.

Account number control

This setting is used to set, delete, and change account numbers used for copy and other modes, as well as print a list of the account numbers that have been set. Up to 500 account numbers can be set.

- Each account number has five digits. When you have finished setting one account number, you can continue setting other account numbers.
- Two methods are available for deleting account numbers: deleting an individual account number, and deleting all account numbers at once.
- To change an account number, enter the account number to be changed and then enter a new account number. After an account number is changed, another account number can be selected to be changed. Changes for unregistered account numbers will not be registered.

Account number security

This setting is used to prevent attempts to guess an account number. When enabled, a warning message will appear and account number entry will be prohibited for one minute if an incorrect account number is entered three times in a row.

Cancel jobs of invalid accounts

When this setting is enabled and auditing mode is enabled for the printer function, a print job will not be printed if an incorrect account number is entered or if an account number is not entered. If this setting is disabled, printing will take place and the number of pages printed will be included in the "OTHERS" count.

Enter account number in OSA mode

When this checkbox is selected, the account number entry screen will appear to allow account number entry each time a user switches to OSA mode.
To use auditing mode, enable it.

Job log control

Clear all job log data

The machine keeps a log of the jobs it has run. The job log can be used to check general use of the machine. The job log can be written to your computer in CSV format using a Web browser. This setting is used to clear the job log. There is normally no need to use the setting.

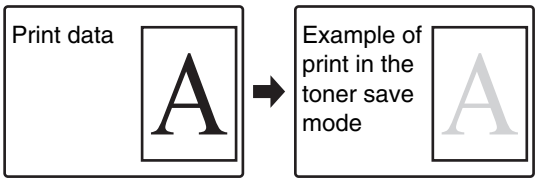
Energy save

"Energy save" provides the following settings to reduce your power costs. From an environmental perspective, this also helps conserve natural resources and reduce pollution.

- Toner save in printer mode
- Toner save in copy mode
- Auto power shut-off
- Auto power shut-off timer
- Preheat mode setting

Toner save in printer mode

Printing in the toner save mode will reduce toner consumption. If toner save is set, black solid areas will be printed as halftone. (This setting is effective only for printing without use of the dedicated printer driver. If the printer driver is used, the printer driver setting will override this setting.)



Toner save in copy mode

This setting is used to save toner in copy mode. This setting functions the same way as toner save in printer mode.

Auto power shut-off

If the machine is not used for a set duration of time, auto power shut-off activates to enable maximum conservation of energy.

This function allows you to reduce power costs, and at the same time helps conserve natural resources and reduce pollution.

This setting is used to enable or disable auto power shut-off. To disable the function, remove the checkmark from the checkbox. Use this setting if you prefer that auto power shut-off does not operate.

NOTE

If you prefer that auto power shut-off activates as little as possible, it is recommended that you try lengthening the time setting after which activation takes place rather than disabling the function altogether. (The time setting is changed using the following "Auto power shut-off timer" setting.)

Auto power shut-off timer

This setting is used to configure the time after which auto power shut-off activates.

The time can be set to as long as 240 minutes in increments of one minute.

NOTE

- We suggest you set the most appropriate time according to your usage pattern.
- This time setting is not effective when auto power shut-off mode is disabled using the "Auto power shut-off" setting.

Preheat mode setting

If the printer is not used for the duration of time configured in this setting after printing is finished, it will enter preheat mode. This function reduces your power costs, and at the same time helps conserve natural resources and reduce pollution.

Select the most suitable setting to match your pattern of use of the printer.

The time can be set to as long as 240 minutes in increments of one minute. (Preheat mode cannot be disabled.)

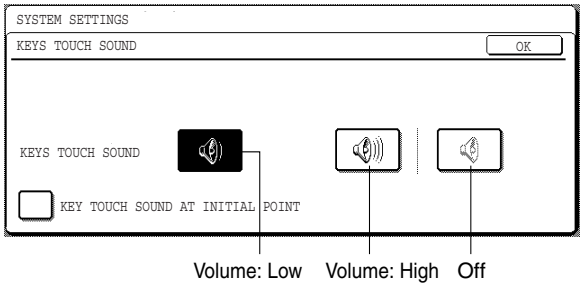
Operation settings

The "Operation settings" are related to basic operation of the machine and consist of the following settings:

- Keys touch sound
- Auto clear setting
- Disabling of job priority operation
- Message time setting
- Disabling of bypass printing
- Display language setting
- Key operation setting
- Disable switching of display order
- Disabling of clock adjustment

Keys touch sound

This setting is used to adjust (or turn off) the volume of the beep that sounds when you touch a key. You can also have three beeps sound at base values when setting the ratio in copy mode or adjusting the exposure in any mode.



To change the volume, touch the desired volume key.

When "KEY TOUCH SOUND AT INITIAL POINT" is selected, three beeps will sound at the base setting values indicated below.

Screen in which setting is effective	Base value
Ratio setting screen in main screen of copy mode	Ratio = 100%
Exposure adjustment screen in main screen of copy mode	Exposure level3 (middle level)
Exposure adjustment screen in main screen of fax, Internet fax, and network scanner modes	
Exposure adjustment screen in [SCAN TO HDD] in main screen of document filing mode	

Auto clear setting

If the machine is not used for a certain duration of time, the auto clear function will clear any settings that have been selected and return the screen to the main screen of copy mode or the job status screen. This setting is used to set the duration of time after which auto clear operates. The time can be set from 10 seconds to 240 seconds in increments of 10 seconds, or the auto clear function can be disabled. (Note that auto clear can only be disabled for copy mode.)

Disabling of job priority operation

This setting is used to prohibit use of the [PRIORITY] key in the job status screen.

Message time setting

This setting is used to set the length of time that messages appear in the display. (This applies to messages that appear for a certain length of time and then automatically disappear.)

The time can be set to as long as 12 seconds in increments of one second.

Disabling of bypass printing

When a job cannot be printed because there is no suitable paper and there is a subsequent job that can be printed, the subsequent job will be printed ahead of the job that cannot be printed*1 (page 1-15 of the "Operation manual (general information and copier operation)"). This setting can be used to disable printing of subsequent jobs in this situation.

*1 Except when paper runs out in the middle of a job

Display language setting

This setting is used to select the display language.

Key operation setting

These settings are used to set the length of time a key in the touch panel must be touched before the key input is registered, and to prevent repeated key input when a key is touched continuously.

- Time until key input is registered
  The time can be set from 0 seconds to 2 seconds in increments of 0.5 seconds. Normally the time is set to 0 seconds so that key input is immediately registered when a key is touched. By lengthening the time setting, key input can be prevented when a key is touched accidentally. Keep in mind, however, that when a longer setting is selected more care is required when touching keys to ensure that key input is registered.
- Prohibit key repeat
  The touch panel contains keys such as the zoom keys (for setting the ratio) that can be touched continuously to make a value change until it reaches a desired value.
  This feature whereby a value changes continuously while a key is touched is called key repeat.
  Key repeat is normally enabled. If you wish to prohibit key repeat, select the [DISABLE AUTO KEY REPEAT] checkbox.

Disable switching of display order

This setting is used to disable the function that changes the key display order each time a selected tab is touched on a screen that is divided into tabs, including the screens for selecting the user name and folder for the "SCAN TO HDD" and "FILE" functions, and the address book screen of image send mode.

This does not affect the function that changes the order of display of files in document filing folders.

Disabling of clock adjustment

This setting is used to prohibit changes to the clock adjust setting. When this setting is enabled, "Clock" in the system settings cannot be used. To adjust the date and time, this setting must first be disabled (remove the checkmark).

Device control

Use these settings when a peripheral device on the machine has failed or when you wish to temporarily disable a device. These settings can also be used to change certain device function settings as needed to suit the needs of your workplace.

"Device control" consists of the following settings:

- Original size detector setting
- Disabling of document feeder
- Disabling of duplex
- Disabling of large capacity cassette
- Disabling of stapler
- Disabling of punch
- Disabling of finisher
- Disabling of inserter
- Disabling of covers/inserts mode
- Saddle stitch position adjust
- Auto switching of finisher trays
- Auto paper selection setting
- Optimization of a hard disk

Original size detector setting

This setting is used to select the standard original sizes that are detected by the original size detection function. Select one of the four groups indicated below. The factory default setting is "INCH-1 (AB-1)". Original size detection by the document glass can also be disabled.

	Group	Detectable original sizes	
		Document feeder tray (for reversing automatic document feeding)	
		Document glass	
1	INCH-1	11" x 17", 8-1/2" x 14", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	A4
2	INCH-2	11" x 17", 8-1/2" x 13", 8-1/2" x 11", 8-1/2" x 11"R, 5-1/2" x 8-1/2"	A4
3	AB-1	A3, A4, A4R, A5, B4, B5, B5R	8-1/2" x 11", 216x330
4	AB-2	A3, A4, A4R, A5, B5, B5R, 216x330	8-1/2" x 11", B4

If "CANCEL DETECTION AT DOCUMENT GLASS" is set, originals will be regarded as EXTRA for all copier functions and no original size will be displayed.

Disabling of document feeder

This setting is used to prevent the use of the automatic document feeder when it malfunctions. In this case, scanning can still be performed using the document glass.

Disabling of duplex

This setting is used to disable duplex printing when the duplex module malfunctions. When this setting is enabled, only one-sided printing can be performed.

Disabling of large capacity cassette

Use this setting when you wish to prohibit the use of the large capacity cassette or when it has failed.

Disabling of stapler

This setting is used to disable stapling when the stapler unit of the finisher or the saddle stitch finisher malfunctions.

Disabling of punch

Use this setting when you wish to prohibit punching or when the punch unit of the finisher or saddle stitch finisher has failed.

Disabling of finisher

Use this setting when you wish to prohibit the use of the finisher or saddle stitch finisher, or when either has failed.

Disabling of inserter

Use this setting when you wish to prohibit the use of the inserter or when it has failed.

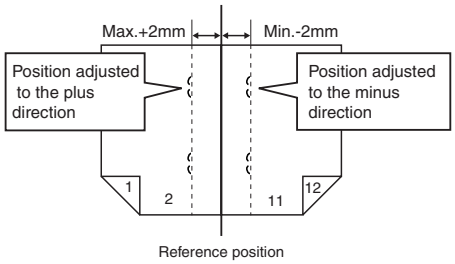
Disabling of covers/inserts mode

Use this setting to prohibit the use of covers/inserts mode.

Saddle stitch position adjust

This setting is used to adjust the stapling position (folding position) when the saddle stitch function of the optional saddle stitch finisher is used.

The value can be adjusted in 0.25 mm increments within ±2.00 mm from the reference position for each paper size.



[AUTOMATIC SADDLE STITCH] checkmark

The saddle stitch print function can normally be divided into the following three general steps.

1. The pages of the original are automatically reordered to allow saddle stitch binding (saddle stitch function).
2. The pages are folded at the center.
3. The paper is stapled at the center in two places (saddle stitch stapling).

The [AUTOMATIC SADDLE STITCH] checkbox is selected by default.

Selection of the checkbox assumes the use of the above saddle stitch printing function (three steps).

Saddle stitch stapling exceptions

Depending on the purpose of saddle stitch stapling, it may be necessary to perform saddle stitch stapling on printed matter that has already been bound by saddle stitching. In this case, it is necessary to disable step 1 above. If you frequently perform this type of exceptional saddle stitch stapling that requires disabling step 1, remove the checkmark from the [AUTOMATIC SADDLE STITCH] checkbox.

Auto switching of finisher trays

Output to the upper tray of the saddle stitch finisher or finisher normally stops if a large number of sheets accumulates in the tray and the tray full sensor activates. This setting can be used to have output automatically switched to the lower tray when this happens so that printing can continue. To enable the setting, select the [AUTO SWITCHING OF FINISHER TRAYS] checkbox.

This setting is not effective when a tray other than the upper tray of the saddle stitch finisher or finisher is set as the output tray.

Auto paper selection setting

Use this setting to select the paper type* for which the automatic paper selection function operates.

Selections are "PLAIN PAPER", "PLAIN AND RECYCLE PAPER", and "RECYCLE PAPER".

* The paper type set for each paper tray in the paper tray settings of the system settings (page 2-12 of the "Operation manual (for general information and copier operation)").

Optimization of a hard disk

This is used to optimize the "Main folder" and "Custom folder" that are used for the document filing function.

When this setting is executed, a message will appear asking if it is okay to stop the job in progress. Touch the [YES] key to stop the job and begin optimization. When optimization ends, the machine will restart if the power switch is switched on, or turn off if the power switch is switched off.

Network settings

These settings are set when this product is used as a network printer.

After you complete the setting for one setting, you must exit the administrator settings, turn off the main switch, wait briefly, and then turn on the main switch again before any other settings can be set. The setting that was set will be effective after the power is turned on.

The following items can be configured in the "Network settings".

- IPv4 setting
- IPv6 setting
- Enable TCP/IP
- Enable NetWare
- Enable EtherTalk
- Enable NetBEUI
- Reset the NIC
- Tandem setting
- PING command

NOTE

For setting and modification of "Network settings", be sure to consult with the network administrator.

IPv4 setting

When using this product in a network that uses the TCP/IP protocol (IPv4), use this setting to set the IP address (IP address, IP subnet mask, and IP gateway) of this product. The setting is set to ENABLE DHCP by factory default setting, which obtains the IP address setting automatically. When using this product on a TCP/IP network, be sure to turn on the "Enable TCP/IP" setting below.

If DHCP is used, the IP address assigned to the machine may be changed automatically on occasion. If this happens, printing will not be possible.

IPv6 setting

When using this product in a network that uses the TCP/IP protocol (IPv6), use this setting to set the IP address (enable IPv6, DHCPv6, IP address, prefix length, and default gateway) of this product. By factory default, the IPv6 setting is disabled. When using this product on a TCP/IP network, be sure to turn on the "Enable TCP/IP" setting below.
In an IPv6 environment, the machine can use LPD or IPP protocol.

If DHCP is used, the IP address assigned to the machine may be changed automatically on occasion. If this happens, printing will not be possible.

Enable TCP/IP

When using this product in a network that uses the TCP/IP protocol, set this setting. Also set the IP address using the setting "IP address setting" above.
Default setting: Enable

Enable NetWare

When using this product in a network that uses the NetWare protocol, set this setting.
Default setting: Enable

Enable EtherTalk

When using this product in a network that uses the EtherTalk protocol, set this setting.
Default setting: Enable

Enable NetBEUI

When using this product in a network that uses the EtherTalk protocol, set this setting.
Default setting: Enable

Reset the NIC

This setting is used to reset all setting items of NIC (Network Interface Card) of this product to the factory default settings.

NOTE

If any of the [NETWORK SETTINGS] were changed prior to execution of this setting, you must turn off the power switch after exiting the administrator setting, wait briefly, and then turn on the power switch to make the factory default settings take effect.

Tandem setting

This setting is used to configure the IP address and port number of the client printer when you wish to have two machines (which are used as TCP/IP network printers) print in tandem.
The factory default setting for the port number is [50001]. Unless you experience difficulty with this setting, it does not need to be changed.

The tandem function can also be prohibited, or the reception of tandem data from the other machine can be prohibited. (Normally this is not necessary.)
To prohibit the tandem function, select "DISABLING OF MASTER MACHINE MODE".
To prohibit reception of tandem data from the other machine, select "DISABLING OF SLAVE MACHINE MODE".

NOTE

To use the tandem function when auditing mode is enabled, the same account number must be entered on both machines. If the same account number is not entered, only the server machine may print or the printed pages may not be added to the correct account.

PING command

This setting is used to check if the machine and a computer connected to the network can communicate. Enter the IP address of the computer that you wish to check and touch the [START] key. A message will appear indicating whether or not there was a response from the computer.

Security settings

The following settings are related to security. Touch the [SECURITY SETTINGS] key to configure the settings. When any of these settings are changed, you must exit the administrator settings, turn off the main switch, wait a brief interval, and then turn the main switch back on to make the new settings take effect.

SSL setting

SSL can be used for data transmission over a network. SSL is a protocol that enables the encryption of information communicated over a network. Encrypting data makes it possible to transmit and receive sensitive information safely.

Server port

- HTTPS: Apply SSL encryption to HTTP communication.
- IPP-SSL: Apply SSL encryption to IPP communication.

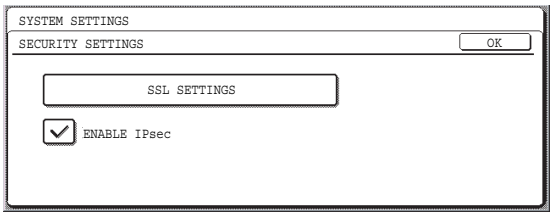
Client port

- FTPS: Apply SSL encryption to FTP communication.
- SMTP-SSL: Apply SSL encryption to SMTP communication.
- POP3-SSL: Apply SSL encryption to POP3 communication.

Level of encryption

The encryption strength can be set to one of 3 levels.

Enable IPsec
IPsec can be used for data transmission/reception on a network. When IPsec is used, data can be sent and received safely without the need to configure settings for IP packet encryption in a Web browser or other higher-level application.
This setting is only used to enable or disable IPsec; detailed IPsec settings are configured in the Web pages. Some Web page settings may not allow connection to the machine, or the settings may not allow printing, scanning, or Web page display. In this case, deselect [ENABLE IPsec] in this screen and change the Web page settings.



List print

This setting is used to print lists and reports that can only be printed from the administrator settings.

- Touch the [ADMINISTRATOR SETTINGS] key to print one of the following groups:
  Copy, printer, fax/image send, document filing, general, security, all administrator settings lists
- Touch a key other than the [ADMINISTRATOR SETTINGS] key to begin printing a list or report.

Sharp OSA settings

The following settings are related to OSA. Touch the [Sharp OSA SETTINGS] key to configure the settings.

- Default display setting
- External account setting

Default display setting
The default screen that appears when the [DOCUMENT FILING] key is pressed can be specified. Select either the base screen of document filing mode or the external application selection screen. This setting can only be configured when the application communication module is installed. The setting also appears in the document filing settings.
When the [CA] key ([Clear all] key) is pressed in document filing mode or Sharp OSA mode, the initial screen of the mode appears, regardless of the default display setting.

External account setting
When [ENABLE EXTERNAL ACCOUNT CONTROL] is enabled, the machine enters external count mode.
When both [ENABLE EXTERNAL ACCOUNT CONTROL] and [ENABLE AUTHENTICATION BY EXTERNAL SERVER] are enabled, the machine enters external authentication mode. This item can only be selected when the external account module is installed.

Change admin password

This setting is used to change the administrator password that must be entered to configure the administrator settings. When the machine is first used, the administrator should change the administrator password that was set at the factory to the desired 5-digit code. Only one administrator password can be set.
The factory default setting for the administrator password is 00000.

Product key

Use these settings to enter the product keys for the following options.

PS3 expansion kit
This setting is used to enter the product key for the PS3 expansion kit (this allows the machine to be used as a PostScript compatible printer).
Ask your dealer for the product key.

Network scanner expansion kit
This setting is used to enter the product key for the network scanner expansion kit.
Ask your dealer for the product key.

Internet fax expansion kit
This setting is used to enter the product key for the Internet fax expansion kit.
Ask your dealer for the product key.

E-mail alert and status
This setting is used to enter the product key for E-MAIL ALERT AND STATUS, which enables customer product support via a network system.
Ask your dealer for the product key.

Network expansion kit
This setting is used to enter the product key that allows the machine to be used on a network.
Ask your dealer for the product key.

Data security kit
This setting is used to enter the product key for the data security kit.
Ask your dealer for the product key.

Application integration module
This setting is used to enter the product key that allows use of the metadata send function.
Ask your dealer for the product key.

Application communication module
This setting is used to enter the product key that allows the machine to be linked to a "standard application".
Ask your dealer for the product key.

External account module

This setting is used to enter the product key that allows the machine to be linked to an "external account application".
Ask your dealer for the product key.

Serial number

This setting is used to check the serial number of the machine.

Initialize and/or store settings

These settings are used to return the administrator settings to the factory default settings, to store the current settings, and to restore stored administrator settings. (Note that this also includes printer configuration settings.)
The following settings are available:

- Restore factory defaults
- Store current configuration
- Restore configuration

Restore factory defaults*1

This setting is used to return the administrator settings (including the printer configuration settings) to the factory default settings. If you need a record of the settings prior to restoration of the default settings, use "List print" (page 12) to print a list of the settings.

NOTE

To make the default settings take effect after executing this setting, exit the administrator settings, turn off the power switch, wait at least 3 seconds, and then turn on the power switch again.

Store current configuration*1

This setting is used to store the current administrator settings in memory. The stored settings will remain in memory even if the power switch is turned off. To retrieve the stored settings, use the following "Restore configuration" setting.

Restore configuration*1

This setting is used to retrieve the configuration that was stored using the "Store current configuration" setting and restore it as the current configuration.
The currently set configuration will change to the configuration read from memory.

NOTE

A confirmation message will appear at the end of the procedure for executing settings marked by *1. If you need to cancel execution of the setting, touch the [NO] key.

COPY SETTINGS

This section explains the administrator settings for copy mode.

Copy settings

"Copy settings" consists of the following settings:

- Initial status settings
- Exposure adjustment
- Rotation copy setting
- Add or change extra preset ratios
- Initial margin shift setting
- Erase width adjustment*1
- Card shot settings*1
- Initial tab copy setting
- Setting a maximum number of copies
- Disabling deletion of job programs
- Disabling of bypass-tray in duplex copy
- Disabling of auto paper selection

*1 Default settings selected with these settings apply to all functions of the machine (not just the copy function).

Initial status settings

The copy settings revert to the default settings when the power switch is turned on, when the [CA] key is pressed, or when the auto clear time elapses. This setting is used to change the default settings, or return changed default settings to the initial factory default settings.

Defaults for the following copy settings can be changed:

Paper tray/Exposure tray/Copy ratio/2-sided copy/Out put (Auto/sort/staple sort/group, output tray)

NOTE

If this setting is used to change the default setting for the duplex function to other than "one-sided" → "one-sided" and the automatic document feeder fails or is disabled*, the setting will revert to "one-sided" → "one-sided".

* DISABLING OF DOCUMENT FEEDER (page 11)
  DISABLING OF DUPLEX (page 11)

Exposure adjustment

This setting is used to adjust the exposure level when "Auto" is used for the copy exposure.

The factory setting is "5". "1" indicates lighter density and "9" indicates darker density on the touch panel.

Rotation copy setting

This setting is used to have the image of an original automatically rotated when the orientation of the original does not match the orientation of the copy paper.

(Rotation copy will function only if the auto paper select or auto image mode has been selected.)

NOTE

To copy an 5-1/2" x 8-1/2" or A5 size original onto 5-1/2" x 8-1/2"R or A5R paper, this setting must be enabled.

Add or change extra preset ratios

When using inch sizes, there are normally four preset enlargement ratios and four preset reduction ratios. When using AB sizes, there are normally five preset enlargement ratios and five preset reduction ratios.

This setting allows you to add two more preset enlargement ratios and two more preset reduction ratios. This setting also allows you to change a preset ratio.

NOTE

Only an added preset ratio can be changed.

Initial margin shift setting

This setting is used to set the initial margin shift amount.

The initial margin shift amount can be set from 0" to 1" (0 mm to 20 mm) in increments of 1/8" (1 mm).

Normally the margin shift is set to 1/2" (10 mm) for both the front and back of the paper.

Erase width adjustment

This setting is used to set the initial width of edge erase copying.

The edge erase width can be set from 0" to 1" (0 mm to 20 mm) in increments of 1/8" (1 mm).

The edge erase and center erase widths are normally set to 1/2" (10 mm).

Card shot settings

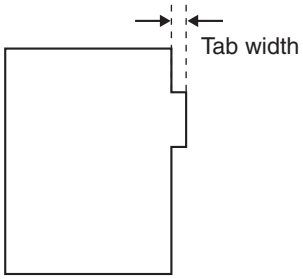
This setting is used to set the initial original size for the card shot function.

Enter the X dimension (width) first and then the Y dimension (length).

Both the X and Y dimensions can be set from 1" to 8-1/2" (25 mm to 210 mm) in increments of 1/8" (1 mm).

Initial tab copy setting

This setting is used to set the initial image shift width (tab width) for tab copying.
The width can be set from 0" to 5/8" (0 mm to 20 mm) in increments of 1/8" (1 mm).



Setting a maximum number of copies

This setting is used to set the maximum number of copies that are allowed per original.
Any number from 1 to 999 can be set for the maximum.
The maximum number of copies is initially set to 999.

Disabling deletion of job programs

This setting is used to prohibit the deletion and changing of copy settings stored in job programs.

Disabling of bypass-tray in duplex copy

This setting is used to disable the use of the bypass tray when making duplex copies.
The bypass tray is often used to feed label sheets, transparency film, and other special papers for which two-sided copying is prohibited. If one of these special papers enters the reversing unit, a misfeed or damage to the unit may result. If special media for which two-sided copying is prohibited is often used, it is recommended that you enable this setting.

Disabling of auto paper selection

This setting is used to disable the auto paper selection function.
When this setting is enabled, paper that is the same size as the original placed on the document glass or in the automatic document feeder is not automatically selected.

DOCUMENT FILING SETTINGS

This section explains administrator settings for the document filing function.

Document filing settings

"Document filing settings" consists of the following settings:

- Default mode settings
- The number of user name displayed setting
- Sort method setting
- Document output options
- Administrator authority setting
- Default output tray
- Delete all quick files
- Scan complete sound setting
- Initial resolution setting
- Default exposure settings
- Batch print settings

Default mode settings

This setting is used to select the initial state of the confidential checkbox (selected or not selected) in the detailed settings screen of the document filing function. Touch the [CONFIDENTIAL MODE] key in this setting if you want the confidential checkbox to be initially selected. Touch the [SHARING MODE] key if you do not want the confidential checkbox to be initially selected. Normally the check box is not initially selected.

The number of user name displayed setting

The number of user names displayed in one screen of the user name list can be changed from 8 (this is the normal setting) to 6 or 12.
Touch [6], [8], or [12] to select the number.

NOTE

When 6 or 8 names per screen is selected, each displayed key name can be up to 18 characters long. When 12 names per screen is selected, each key name can only be up to 10 characters long.

Sort method setting

This setting is used to select how lists of files stored in the "MAIN FOLDER", "CUSTOM FOLDER", and "QUICK FILE FOLDER" are ordered. Select ordering by [FILE NAME], [USER NAME], or [DATE].

Document output options

This setting is used to select the operations (print and send) that are allowed for stored files.

- The [PRINT] key in the [DOCUMENT OUTPUT SETTINGS] screen controls printing from the [JOB SETTINGS] screen.
  For example, if the [PRINT] key in this setting is touched and only the [COPY] and [FAX SEND (INCL.PC-FAX)] checkboxes are selected in the screen that subsequently appears, it will only be possible to print stored files of copy jobs and fax jobs from the [JOB SETTINGS] screen of document filing. Files saved in modes that are not selected cannot be printed from the [JOB SETTINGS] screen.
- Similarly, the [SCAN TO E-MAIL/FTP], [FAX SEND], and [I-FAX SEND] keys control the corresponding transmission operations in the [JOB SETTINGS] transmission screen.

Administrator authority setting

When a password has been established for a file, user name, or folder, this setting is used to allow the administrator password to be entered instead of the password in order to delete the item. This is only for deletion; editing is not possible.

Default output tray

This setting is used when a finisher is installed to select the output tray for printing of stored files.

Delete all quick files

This setting is used to delete all files except protected files from the Quick File Folder.
File deletion begins when you touch the [DELETE] key and then touch the [YES] key in the message that appears.
To have all files (except protected files) automatically deleted from the Quick File Folder each time the power is turned on, select the [DELETE QUICK FILES AT POWER UP. (PROTECTED FILES EXCLUDED)] checkbox.

Scan complete sound setting

The volume of the beep that alerts you when scanning of an original has finished can be adjusted to two levels.
The beep can also be turned off.

Initial resolution setting

This is used to change the default resolution setting for "SCAN TO HDD" of the document filing function. The default resolution is initially set to "600x600dpi". To change the default resolution, touch the key of the desired resolution.

Default exposure settings

This is used to change the default exposure level for "SCAN TO HDD" of the document filing function. The default exposure is initially set to "AUTO". If changed to "MANUAL", the exposure level can be adjusted to five levels. Level 1 is the lightest level and level 5 is the darkest level.

Batch print settings

When printing files by batch printing, this setting is used to prohibit the selection of the [ALL USERS] key and the [USER UNKNOWN] key in the user selection screen.

Information that the administrator of the machine requires is printed on the back of this page.
(Separate this page from the manual and keep it in a safe place. In addition, fill in the name of the administrator and the administrator's contact information in the left hand margin.)

Administrator Name: Contact at:

TO THE ADMINISTRATOR OF THE MACHINE

(Separate this page from the manual and keep it in a safe place.)

Factory default passwords (Web pages)

There are two factory default accounts: "Administrator" and "User". A person who logs in as an "Administrator" can configure all settings in the Web pages. A person who logs in as a "User" can only configure certain settings.
The factory default passwords are shown below.

	Factory default account	Factory default password
User	user	Sharp
Administrator	admin	Sharp

Forwarding all transmitted and received data to the administrator (document administration function)

This function is used to forward all data transmitted and received by the machine to a specified destination (Scan to E-mail address, Scan to FTP destination, Scan to Network Folder destination, or Scan to Desktop destination).
This function can be used by the administrator of the machine to archive all transmitted and received data.
To configure the document administration settings, click [Image Send Management] and then [Document Administration Function] in the Web page menu. (Administrator rights are required.)

NOTE

- The format, exposure, and resolution settings of transmitted and received data remain in effect when the data is forwarded.
- The functions below cannot be used when transmitted faxes are forwarded.
  Quick Online transmission, dialing using the speaker
- To use the document administration function, the network scanner expansion kit is required.

MX-M550U/MX-M620U/MX-M700U/MX-M550N/MX-M620N/MX-M700N ADMINISTRATOR SETTINGS GUIDE

SHARP

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